

EVANSVILLE CHRISTIAN SCHOOL

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APPLICATION FOR HOURLY

(Before & After School Care, Office, and other Hourly Staff – Revised December 2015)

All information must be provided for this application to be considered.

Date _____

1. Name _____ Phone# (____) _____

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Time at Permanent Address: ____ Years ____ Months

Email address _____

Drivers License # _____ State _____

Married: ____ Yes ____ No Have you ever been divorced? ____ Yes ____ No

Are you separated? ____ Yes ____ No

Names and ages of your children:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Spouse's Name _____ Is spouse a born-again Christian? ____ Yes ____ No

Spouse's Employment _____

City State Zip Phone Number (____) _____

2. Position applied for: _____ Before & After School Care
_____ Bus Driver
_____ Office
_____ Other _____

Part-time after school care positions are 2:45-6:00 p.m. daily. Part-time staff are typically given first choice on full-time positions that become available. Kitchen positions are filled by Aramark Corporation.

Are you interested in part-time or full time? _____

Indicate desired hours per week and time of day: _____

Date you can start: _____

Evansville Christian School does not discriminate in its hiring practices on the basis of race, color, sex (including pregnancy), age (40 or older), or disability.

3. Do you have a personal assurance that you are a born-again Christian? Yes ___ No ___
 On what do you base this assurance? _____

 How long have you had this assurance? _____
 Denominational preference: _____
 Where do you attend church? _____
 What is the frequency of your church attendance? Weekly _____ Frequently _____ Infrequently _____

4. Education

Name and Location of School	Number of Years Attended	Year Graduated	Major/Minor
Grammar School:			
High School:			
College(s):			
Graduate School:			

Extra Curricular Activities & Leadership Involvement: _____

5. Experience (start with most recent employer first)

Employer	Location	Dates	Position/Salary	Supervisor/Phone	Reason for Leaving

Are you employed now? _____
 May we contact your present employer? _____
 Supervisor Name: _____
 Phone Number: _____
 Email: _____

6. References (Give names of three people not related to you)

References	Name	Address	Phone	# of Years Known
Pastor				
Co-worker				
Other				

7. Have you ever been discharged or requested to resign from a position? ___ Yes ___ No If yes, please explain.

8. Give *specific* reasons for your desire to work at Evansville Christian School. _____

9. Do you have a previous felony or misdemeanor criminal conviction other than a minor traffic violation (A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law)? ___ Yes ___ No If yes, please explain.

10. Have you ever been convicted of violating laws enacted to protect children? ___ Yes ___ No
If yes, please explain. _____
11. Are you authorized to work in the U. S. for all employers? ___ Yes ___ No If no, please explain.

12. Please provide links/names for any personal social media, Facebook, blogs, etc. _____

13. Please provide additional information helpful in evaluating your candidacy. _____

14. List any other experiences or church involvement that would enhance your ability to lead students spiritually and to provide biblical integration of academic subjects. _____

15. Please comment on how the Lord has worked in your life to mature you in your walk with Him. How do you maintain fellowship with Him in your daily walk now? _____

Articles of Faith
(Adopted from the Association of Christian Schools International)

1. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
2. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
3. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
4. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

Code of Christian Conduct for ECS Employees

Qualifications

The employee shall be one who has received Jesus Christ as Savior and Lord. The employee shall be a member in good standing of a Bible-believing church and shall lead a life that is in pursuit of holiness (set apart). He/she shall be a person of spiritual maturity. The employee shall reflect the purpose of the school as stated in the ECS Mission Statement.

Responsibilities

1. Spiritual. In pursuit of a life set apart for Christ, the employee shall seek to:
 - a. Demonstrate in attitude, speech and actions a consistent daily walk with Jesus Christ. (Ephesians 4:23-24; 4:32; 5:1; Galatians 5:22-25)
 - b. Follow the Matthew 18 principle in dealing with students, parents, staff and administration.
 - c. Challenge students to accept God's gift of salvation and grow in their faith. (Eph. 2:8-10, Ephesians 4:12; II Timothy 2:2, 2 Peter 1: 5-7, 2 Peter 3:18)
 - d. Put off sensuality, impurity, falsehood, stealing, unwholesome talk, bitterness, rage and anger, brawling, slander and malice (Ephesians 4:17-32, Colossians 3:8 & 9)
 - e. Not gratify the desires of the sinful nature: sexual immorality, impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, lust, greed and the like. (Galatians 5:16-21, Colossians 3:5)
 - f. Not engage in the sexually immoral sins of adultery, prostitution nor homosexuality. (Genesis 19, Romans 1:18-27, I Corinthians 6:9-11)
- The employee must also:**
 - g. Recognize that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25) (see Statement on Marriage, Gender, and Sexuality)
2. Job-related. The employee shall
 - a. Cooperate with the administration in implementing all policies, procedures, and directives governing the operation of the school and all school sponsored programs/activities.
 - b. Notify the administration of any policy he/she is unable to support.
 - c. Provide input and recommendations for administrative and managerial functions in the school.
 - d. Know the procedures for dealing with issues of an emergency nature.
 - e. Be willing to contribute to the general improvement of the school program.
 - f. Refuse to use or circulate confidential information inappropriately.
3. Personal. The employee shall
 - a. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
 - b. Meet everyday stress with emotional stability, objectivity, and optimism guided by the principles of Scripture (Phil. 4).
 - c. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
 - d. Respectfully submit and display loyalty to constituted authority. (Hebrews 13:17).
 - e. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
 - f. Recognize the need for good public relations. Represent ECS in a favorable manner to the constituency and general public.
 - g. Make an effort to appreciate and understand the uniqueness of the ECS community.
 - h. Maintain a personal walk with God.
 - i. Be faithful in church attendance, and active in ministry opportunities.

Background Checks

ECS has put into place stringent background requirements for those who work with children, including employees and unsupervised volunteers. Accordingly, you are required to complete and submit an Applicant Authorization and Consent for Release & Disclosure form. By signing the document, you authorize ECS and its authorized agents to obtain your personal history. A summary of your rights under the Fair Credit Reporting Act is available upon request.

Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offense, type of offense, remoteness of the offense in time, and rehabilitation will be taken into account in determining effect on suitability for employment.

- I subscribe without reservation to the ECS Articles of Faith & Code of Christian Conduct and do understand the conditions of employment.
- I understand that Evansville Christian School does not discriminate in its employment practices against any person because of race, color, gender, age, and national or ethnic origin.
- I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery.
- I authorize Evansville Christian School to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.
- I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.
- In addition, I hereby release Evansville Christian School, its agents, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to Evansville Christian School.
- I authorize Evansville Christian School to conduct an expanded criminal history check.
- I understand that this is only an application for employment and that no employment contract is being offered at this time. The employment relationship, if one is commenced, may be terminated at any time, with or without cause, by either party.
- I understand this application will remain active for only one year from the application date.
- I certify that I have carefully read and do understand the enclosed application and related agreement statements.

Signature of Applicant

Date